

FACILITIES SERVICEWORKER I

DEFINITION

To perform a variety of unskilled and semi-skilled duties related to auditorium events, such as set-ups, cleaning, and the minor maintenance and repair of buildings, and to perform other related duties as required.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by a leadworker.

EXAMPLE OF DUTIES

1. Sets up, cleans, and stores staging, dance floor, tables, chairs, and other equipment used in various kinds of meetings, activities, and events.
2. Performs regular janitorial work, such as cleaning hallways and offices, vacuuming and steam cleaning carpets, washing outdoor tile with powered floor scrubber, and cleaning and disinfecting restrooms.
3. Performs security work, such as parking control and setting up traffic barriers and building security as needed.
4. Cleans and inspects kitchen equipment; provides instruction to caterers on proper use of kitchen equipment.
5. Inspects, repairs, and stores furniture, staging, and various other building equipment.
6. Provides assistance to event lessees and the general public.
7. Provides instruction to temporary workers assisting in cleaning and set-up.
8. Sets up and stores sound and lighting equipment used in public events, including microphones, amplifiers, mixers, cassette decks, flow-spotlights, and stage lighting.
9. Replaces electrical outlets, ballasts, light bulbs, light switches, fuses, and restroom hardware.
10. Performs minor building and equipment repairs involving carpets, door stops, door hinges, electrical cords, vacuum cleaners, steam cleaners, and floor scrubbers.

FACILITIES SERVICEWORKER I (continued)

EXAMPLES OF DUTIES (continued):

11. Sets parking lot and exterior building light timers.

QUALIFICATIONS

Knowledge, Abilities and Skills

- A. Knowledge of use of hand and power tools used in the cleaning and the maintenance of buildings.
- B. Knowledge of safety rules and safe working methods.
- C. Ability to work independently.
- D. Ability to effectively interact and maintain good relations with lessees, the public, and co-workers.
- E. Ability to perform heavy physical work for extended periods of time.
- F. Ability to learn to read floor plans for set-up purposes.
- G. Ability to follow written and oral instructions.
- H. Ability to perform basic arithmetic.
- I. Ability to learn sound and lighting system set-ups.
- J. Ability to work from ladders or airlifts at various heights.

EXPERIENCE

One year of full-time paid experience performing heavy physical work related to cleaning or building maintenance.

PROBATIONARY PERIOD: Six months

318CS91

October 1991

AAP GROUP: 18

FPPC STATUS: Non-Designated

FLSA STATUS: Non-Exempt